



## Board Report

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**File #:** RES 22-170, **Version:** 1

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Adopt a resolution to:

- a. Approve and authorize the County Administrative Officer, or designee, to execute the Donation and Acceptance Form for the Establishment of The County of Monterey COVID-19 Memorial Fund, between the County and the Community Foundation for Monterey County (CFMC);
- b. Designate the Director of Public Works, Facilities and Parks (PWFP) as the County's Authorized Representative and the Assistant Director of PWFP or Chief of Facilities to act as the designated Authorized Representative to request distribution(s), as needed, for all funds held within the County of Monterey COVID-19 Memorial fund (Fund); and
- c. Direct the Authorized Representative and/or designee(s) to provide the Community Foundation for Monterey County with a digital or wet-signed letter on PWFP letterhead, along with backup documentation as applicable when requesting funds to be transferred to the County. Backup documentation shall include, but not be limited to; description of activities completed since the previous distribution request, copies of invoices, payment applications, and/or record of staff time to be reimbursed, scope of work change orders issued, problems identified, assistance needed, funds received to date, funds being requested.

### RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Approve and authorize the County Administrative Officer, or designee, to execute the Donation and Acceptance Form for the Establishment of The County of Monterey COVID-19 Memorial, between the County and the Community Foundation for Monterey County (CFMC);
- b. Designate the Director of Public Works, Facilities and Parks (PWFP) as the County's Authorized Representative and the Assistant Director of PWFP or Chief of Facilities to act as the designated Authorized Representative to request distribution(s), as needed, for all funds held within The County of Monterey COVID-19 Memorial fund (Fund); and
- c. Direct the Authorized Representative and/or designee(s) to provide the Community Foundation for Monterey County with a digital or wet-signed letter on PWFP letterhead, along with backup documentation as applicable when requesting funds to be transferred to the County. Backup documentation shall include, but not be limited to; description of activities completed since the previous distribution request, copies of invoices, payment applications, and/or record of staff time to be reimbursed, scope of work change orders issued, problems identified, assistance needed, funds received to date, funds being requested.

### SUMMARY/DISCUSSION:

On March 2, 2021, the Department of Public Works, Facilities and Parks (PWFP) received Board Referral No. 2021.05 to create a permanent memorial (Project) honoring the COVID-19 victims of Monterey County at the Monterey County Government Center Campus at 168 West Alisal Street, Salinas (Government Center). At the March 22, 2022 Board Meeting, Staff presented to the Board of Supervisors the efforts to date, including preliminary proposed locations and design concepts for consideration.

As recommended, Staff revised Concept B - Transparent Color Wall (Attachment A) to fit the preferred location between the Administration Building and the North Wing Courthouse (where the announcement boards are located) and lower project costs by reducing the structure size. The Project timeline is anticipated to be 12 months, which includes design, community engagement, bidding, and construction. The estimated Project cost

is \$300,000 (Attachment B), depending on final design. Expenditures to date are \$14,503.

On June 10, 2022, the Board of Supervisors adopted Resolution No. 22-240 (Attachment C) approving staff's recommendation to approve the revised proposed COVID-19 Memorial design shown on Attachment A to be further developed and to return in fiscal year (FY) 2022-23 to request any budget surplus, up to \$50,000, from District 1, General Fund 001, Appropriation Unit BOA001, upon the Board's adoption of the FY 2021-22 Budget End-of-Year Report (BEYR). The BEYR is expected to go to the Board in December 2022 and will include the request to transfer District 1 surplus, estimated at \$32,991, to Capital Project Fund 404 for the COVID-19 Memorial.

Due to the funding shortfall, staff reached out to potential partners to fund the project. The Community Foundation for Monterey County (CFMC) has offered to assist the County in its efforts to complete a capital campaign. CFMC is a community accredited foundation, with over 35 years of philanthropic fund-raising efforts in Monterey County. Attachment D is a copy of the Donation and Acceptance Form for the Establishment of The County of Monterey COVID-19 Memorial (Donation and Acceptance Form) for which staff is requesting Board authorization to execute. Per the Donation and Acceptance Form, the County must provide CFMC with evidence of a Board approved method for requesting funds (i.e., designation of the County's Authorized Representative(s), backup documentation to support requests for funds, general assurances and certifications etc.). The proposed Board Resolution (Attachment E) identifies the Director, Assistant Director and Chief of Facilities of PWFP as the County's Authorized Representative(s) and sets forth the backup documentation requirements for submitting a funding request. Upon execution of the agreement, CFMC will launch a landing page on their website with the COVID 19 Memorial project information (Attachment F). Donations will be managed by the CFMC and available to County upon request. Funds must be solely used for the COVID-19 Capital project, including construction cost, material, staff time, consultant costs and permits. Any funds, in excess of the total project cost, must be appropriated for future maintenance and repairs.

Staff shall proceed with design development as capital funds are raised and will return to the Board for final design approval of the completed Memorial Project plans and specifications, and authorization to advertise for construction.

#### OTHER AGENCY INVOLVEMENT:

Staff has worked with the County Administrative Office (CAO) - Budget Office regarding the transfer of available funding from FY 2021-22 District 1, General Fund 001, Appropriations Unit BOA001 and the Office of the County Counsel to review the proposed Donation and Acceptance Form between the CFMC and the County.

#### FINANCING:

The COVID-19 Memorial project budget is \$300,000 and potential funding sources include General Fund savings from District 1 (estimated at \$32,991) and capital CFMC campaign funds. Before any design or construction work can begin, funds must be secured. Once enough funds are available for design and/or construction, staff will return to the Board, through the Budget Committee, to request an increase in budget appropriations.

#### BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Board of Supervisors' Administration and Infrastructure Strategic Initiatives. Fostering a spirit of cooperation with the local community by engagement and providing this COVID-19 Memorial reflects well on local government, while enhancing pride in the local community by honoring its

members. This Memorial will provide a space for quiet contemplation for those families and loved ones directly impacted by loss, and the community overall to reflect and instill hope for the future.

☐ Economic Development  
☒ Administration  
☒ Health & Human Services  
☒ Infrastructure  
☐ Public Safety

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Attachments:

Attachment A - Concept B - Transparent Color Wall

Attachment B - Project Budget

Attachment C - Prior Board Funding Resolution 22-240

Attachment D - Community Foundation for Monterey County Donation and Acceptance Form

Attachment E - Proposed Board Resolution

Attachment F - CFMC Capital Campaign Webpage Design